

Lesson plan: To practise summarising skills (10-15 mins)**Cookery context**

Give students text below and a few minutes to read. Where might they see a message like this?

Any comments about it? What is the problem with it? - *Too long. Just cover important points. Use text features, eg bold/ bullet points etc to emphasise key info.*

What points could be deleted? (How do you know which could be deleted?)

Try rewriting more concisely – either do individually, if they think they can, or if need help, some students could gather as a small group and do collaboratively with teacher. Then share and discuss. Also draw attention to how can use bold, bullet points, layout etc and why might use these features.

Stop! Read this message before start up. The mixer started making strange noises on the night shift. The night engineer pulled the gearbox to bits and replaced a gear wheel. He said the new gear wheel would need 'bedding in'. I didn't quite understand what he meant, but I did get the message on what we are supposed to do. We have to squirt grease into the gearbox through the top opening, once an hour for the first 10 hours of operation. I ran it for 4 hours last night and gave it a squirt every hour. You need to give it a squirt every hour for the next six hours. Once it has been run for 10 hours, you will have to get the engineer back to tighten it up. This is all very important, because if we do not follow these instructions, we could have the whole gearbox blow up!

Cheers! Joanne

Possible summary:

Stop! Read this message before starting up mixer.

5/5/12

Mixer has just been repaired.

Needs to be greased every hour for the first 10 hours of use. Then contact engineer to retighten. **Failure to do this may damage the mixer!**

Squirt grease into gearbox through the top opening. Record on schedule below:

Date:	Hours used between:	Greased at.....	By.....
5/5/12	used 7pm-11pm	7.15, 8.15, 9.15, 10.15	Joanne